



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
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AGENDA

*“Your Independent Local Government Agency Providing
Water, Wastewater, Drainage, Security, and Solid Waste Services”*

SPECIAL BOARD MEETING

August 23, 2023

Call to Order 3:30 p.m.
District Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

Tim Maybee	President
Martin Pohll	Vice President
Randy Jenco	Director
Linda Butler	Director
Stephen Booth	Director

STAFF

Mimi Morris	General Manager
Michael Fritschi	Director of Operations
Susan Wren	Interim Director of Administration
Andrew Ramos	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

AUGUST 23, 2023

SPECIAL BOARD MEETING

Call to Order 3:30 p.m.

NOTICE IS HEREBY GIVEN that the President of the Board of Directors of the Rancho Murieta Community Services District has called a Special Meeting of the Board to be held on August 23, 2023 at 3:30 p.m. at the Rancho Murieta Community Services District Board Room at 15160 Jackson Road, Rancho Murieta.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. **CALL TO ORDER** - Determination of Quorum – President Maybee **(Roll Call)**
2. **CONSIDER ADOPTION OF AGENDA** **(Motion)**
3. **CONSIDER ADOPTING RESOLUTION R2023-15 APPOINTING SUSAN WREN TO THE POSITION OF INTERIM DIRECTOR OF ADMINISTRATION** (Discussion/Action) **(Motion) (Roll Call Vote)**

4. COMMENTS FROM THE PUBLIC

For this Special Meeting, members of the public may ONLY comment on items specifically agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.

If you wish to address the Board at the time of the agendized item, as a courtesy, please complete a public comment card and submit to the Board Secretary prior to the point in the meeting at which the item is called. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.

5. DIRECTOR COMMENTS/SUGGESTIONS

*In accordance with Government Code 54954.2(a), **Directors** and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.*

6. ADJOURNMENT **(Motion)**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

In compliance with federal and state laws concerning disabilities, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 22, 2023. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

Resolution R2023-15

**A RESOLUTION APPOINTING RETIRED ANNUITANT SUSAN WREN AS
INTERIM DIRECTOR OF FINANCE**

August 23, 2023

WHEREAS, Susan Wren, CalPERS ID#7752508456, retired from City of Sacramento in the position of Finance Manager, effective April 14, 2022; and

WHEREAS, an appointment of a CalPERS retiree under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

WHEREAS, the District was recruiting for a new General Manager between November 2022 and May 2023 and, during that time, the District's Board of Directors delegated authority to the Ad Hoc Committee for the General Manager Search and overall governance of district hiring needs; and

WHEREAS, upon the April resignation of the District's Director of Administration, the District's Ad Hoc Committee took steps to ensure continuity of that important organizational unit by appointing Ms. Wren to serve as the Interim Director of Administration; and

WHEREAS, the Ad Hoc Committee, upon appointment of the new General Manager, directed the re-organization of the Administrative unit; and

WHEREAS, on July 19, 2023, the Board of Directors finalized that proposed reorganization and authorized the search for a permanent appointment to the newly established Director of Finance and Administration; and

WHEREAS, the District Board of Directors hereby appoints Ms. Wren to the vacant position of Director of Administration for the Rancho Murieta Community Services District under Gov. Code section 21221(h), effective retroactively to April 16, 2023 and through the hiring of the new Director of Finance and Administration; and

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on the hiring of a replacement Director of Finance and Administration which is expected to occur on or after September 20, 2023; and

WHEREAS, to the extent that CalPERS determines that Ms. Wren's appointment under Gov. Code section 21222(h) was not in compliance with the law, the Board of Directors hereby also appoint Ms. Wren as a retired annuitant to the position of CalPERS Retired Annuitant Project Specialist for the Rancho Murieta Community Services District under Gov. Code section 21224, effective retroactively to April 16, 2023; and

WHEREAS, Ms. Wren is a certified public accountant and has specialized skills related to public agency audit procedures and accounting that are necessary for the completion of the District's past due audit reports for the fiscal years 2021-2022 and 2022-2023, implementation of a delayed

financial software conversion, and other financial-related tasks necessary to ensure the continued operation of the District; and

WHEREAS, this Gov. Code section 21224 appointment shall only be for completion of work for a limited duration, namely, completion of the District's past due audit reports, which are expected to be completed by the end of 2023, but in no event will Ms. Wren's appointment extend beyond the hiring of a permanent Director of Finance and Administration;

WHEREAS, there is no employment agreement or contract between the District and Ms. Wren, and the terms of her appointment are fully set forth in this Resolution and it has been reviewed by this body; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employees; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$13,390 monthly and the hourly equivalent is \$77.25, and the minimum base salary for this position is \$9,641 monthly and the hourly equivalent is \$55.62; and

WHEREAS, the hourly rate paid to Susan Wren will be \$77.25; and

WHEREAS, Susan Wren has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate;

THEREFORE, BE IT RESOLVED THAT the Board of Rancho Murieta Community Services District hereby certifies the nature of the employment of Susan Wren as described herein and that this appointment is necessary to use Ms. Wren's specialized skills regarding public agency audits and to fill the critically needed position of Director of Administration for the Rancho Murieta Community Services District by April 16, 2023 because the Director of Administration position is critical to the effective operation of the District and the overall financial reporting of the organization.

PASSED AND ADOPTED this 23rd day of August, 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Amelia Wilder, District Secretary

DRAFT